

Talbot County Parks and Recreation



Talbot County Parks and Recreation
10028 Ocean Gateway
Easton, MD 21601
Phone: 410-770-8050 Fax: 410-7822-7107
Rick Towle, Director

Talbot County Community Center Room Rental Contract

Name: _____ Organization: _____

Address: _____

Phone: _____ Work: _____ Cell: _____ Email Address: _____

Reason For Rental or Event: _____

Total Attendance Expected: (Adults) _____ (Youths) _____

Day (s) Requested for Rental: _____

Have you rented any rooms at the Community Center in the past: Yes _____ No _____

If so, when _____

Time (s):NOTE**Important** – you will be charged for set-up and take-down in your rental time
Set-up time is when your first enter the room. Take-down time is the time you vacate the room.

All events must end by 12:00 midnight and vacate premises by 1:00 am

Set-Up Time: _____ Take-down Time: _____

Event Starts at: _____ Event ends at: _____

FACILITIES/ROOM REQUESTED (Please check one)

Curling Rink (Capacity 250) _____ Curling Warming Room (Capacity 50) _____
Activity Room (Capacity 75) _____ Main Arena without Ice (Capacity 1000) _____
Main Arena with Ice (Capacity 300) _____

SECURITY DEPOSIT:

****NOTE** Important** – Security Deposit is returned if all rules of the Community Center are followed;
room is returned in the same order as found; trash is placed in proper containers; and chairs/tables are
put away properly. Initials _____

Are you charging admission? Yes _____ No _____ if so, what is the fee _____

Where does the fee go? _____

Chairs are on first come first serve basis. The Facility only has a limited amount of chairs and tables. You may be required to rent additional chairs and tables at your expense.

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Are you requesting tables: Yes _____ No _____ if yes, how many _____

Are you requesting chairs: Yes _____ No _____ if yes, how many _____

****Please note** – Staff will provide tables/chairs however, if you require staff to set-up and/or break-down for this event, there will be a fee of \$75.00 incurred. If staff is to set-up tables/chairs, a schematic drawing must be submitted to the Community Center Main Office within two (2) weeks of the schedules rental/event. **Initials** _____

COMMUNITY CENTER MARQUEE: Do you wish to use the Marquee? Yes _____ No _____

The cost for the use of the marquee is \$10.00 (Marquee is not used for personal use e.g. Birthdays, Weddings, Reunions) What you would like your message to say? _____

Are you using a caterer: Yes _____ No _____ Vendor: _____

Having a Band: Yes _____ No _____ Name of Band: _____

Band Contact: _____ Telephone: _____

Pre-event Advertising: Yes _____ No _____ if yes: Newspaper _____ Radio _____ TV _____

SIGNAGE: Do you wish to place additional signage on the Community Center Grounds for this event .

Yes _____ No _____

(Please read carefully if you did check YES to the above question)

All Talbot County Sign Codes Apply. One (1) sign 36 square feet is permitted or two (2) signs 32 square feet unattached are permitted on Talbot County Community Center property. If space is available, signs may be erected two (2) weeks prior to scheduled event. All signs must be professionally made. It is illegal to place a sign of any description in a Talbot County Median or right-of-way. Talbot County and the Department of Parks and Recreation, reserves the right to remove any illegally placed sign (s) at the cost of \$125.00 per sign. Violation of these regulations may result in exclusion from using the Talbot County Community Center Facilities.

RULES AND REGULATIONS

Alcohol is not permitted in or on the surrounding grounds of the Talbot County Community Center. **Initial here** _____

Please be advised Talbot County, MD reserves the right to refuse any rental request. Some events shall require one (1) or more Talbot County Sheriff's Department deputies in attendance to your function. The Sheriff's Deputies shall be obtained by the lessee and shall be paid by the lessee. Some rental request may be presented to Talbot County Sheriff's Department for advance approval (e.g. all dances, etc.) **Initial here** _____

Parks and Recreation staff will contact you within seven (7) days to announce approval or disapproval of this request. **Initial here** _____

Unloading and loading shall be done at the rear of the facility. No loading or unloading shall occur on grass or at the front entrance of the facility. **Initial here** _____

Parking spaces at the Community Center are well defined. Participants, visitors, spectators, and vendors are to park on the east side of the facility, west side or front of the facility in designated areas only. Parking in the Red Zone or Handicap areas is prohibited and is subject to a fine and/or vehicle towed at owners expense. Parking on the grass areas is prohibited and is subject to a fine and/or vehicle towed at owners expense. **Initial here** _____

Any and all damages to the Talbot County Community Center will be paid for by the Lessee and will result in loss of Security Deposit. **Initial here** _____

If approved, the Department of Parks and Recreation will accept this application as the Contract between the individual or organization renting at the Talbot County Community Center. **Initial here** _____

A copy of the Lessee Drivers License must be attached to this application at time of reservation. **Initial here** _____

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****I HAVE READ AND AGREE TO FOLLOW THE RULES AND REGULATIONS STATED IN THIS CONTRACT****

Signature: _____ Name (Printed) _____ Date: _____

STAFF USE ONLY

Contract Approved	Contract Disapproved	Called Lessee on
Deposit Amount	Date Deposit Paid	Total Rental Due
Date Rental is Due	Employee Name	Date Rental Paid In full
Date Enter on Calendar	Date Entered on Computer	